

kl
17-12-07



CO-OPERATIVE ACADEMY OF PROFESSIONAL EDUCATION

(Established by the Government of Kerala)

CAPE S-R

No. Acd-1705/2007/CAPE/3621



06.12.2007

CIRCULAR -11 (a) /2007

Sub: CAPE - Service Rules - Certain additions and amendments to leave rules - Clarifications-Forwarding of.

Ref: Circular No. 11/2007 dated, 21.11.2007

In continuation to this office circular referred, I am to inform you the following clarifications in connection with CL/EL and HPL as sought for by the Principal of Engineering Colleges under CAPE.

As the Casual leave and Half-pay-leave allowable to vacation and non-vacation staff has been increased to 15 and 20 days (per year) respectively w.e.f. 16.11.2007, it can be availed by both vacation and non-vacation staff on pro rata basis.

In the case of Regular staff (whose probation has been declared before 16.11.2007), the number of Earned Leave shall be fixed as 1/11 w.e.f. 16.11.2007 and in the case of Probation staff, the Earned Leave shall be fixed as 1/11 with effect from the date of declaration of probation.

Sd/-
DIRECTOR

To

- 1) The Principals of Engineering Colleges under CAPE.
- 2) The Accounts Officer, CAPE
- 3) SF

Forwarded / By order

ADMINISTRATIVE OFFICER

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17/12
To circulate
eng staff

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